

IN THE  
COURT OF APPEALS  
STATE OF ARIZONA  
DIVISION ONE

IN THE MATTER OF:

RULES OF PROCEDURE FOR ELECTRONIC  
FILING AND SERVICE IN SPECIAL  
ACTIONS

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) ADMINISTRATIVE ORDER 2012-0001  
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Rules of Procedure for Special Actions, Rule 7(d) states that in the Court of Appeals or the Supreme Court, the petition and all papers shall be served forthwith by the petitioner or his agent, and the time and manner in which service shall be made may be specified by the court. The same rule provides that objections to petitions for special action shall be in the form of a written response, and shall be filed and served within seven days after service of the petition upon the respondent, or such lesser time as the court shall fix by order.

Arizona Supreme Court Administrative Order 2012-2 requires all attorneys to utilize electronic filing via Arizona TurboCourt when filing in the Supreme Court and the Court of Appeals, Division One. Therefore,

**IT IS ORDERED** that when any attorney who is subject to Supreme Court Administrative Order 2012-2 files a petition for special action, that attorney shall serve the petition by e-mail, and shall do so on the same day the petition is filed.

**IT IS FURTHER ORDERED** that petitioner shall append to the petition, a separate list of all parties to the special action (including respondents and any real parties in interest) their counsel and their counsel's email address, or a mailing address if an email address is unavailable, and a telephone number. The Court will issue the *Order Setting Dates Directing Electronic or Alternative Service and Fixing Time for Response* to all parties identified by Petitioner.

**IT IS FURTHER ORDERED** that such attorney shall append to the petition, a separate list of all parties to the special action (including respondents and any real parties in interest), their counsel and their counsel's e-mail address, or a mailing address if an e-mail address is unavailable, and a telephone number.

**IT IS FURTHER ORDERED** that any response to a petition for special action shall be filed within seven business days after service of the petition upon the respondent, or such lesser time as the court shall fix by order. If a response is filed, petitioner may file a reply not later than five business days after the response has been filed. Any response or reply shall be served by e-mail on the day of filing.

**IT IS FURTHER ORDERED** that parties not bound by Arizona Supreme Court Administrative Order 2012-2, including those appearing pro per, shall comply with the filing and service requirements of Rule 4, Arizona Rules of Civil Appellate Procedure. In the event that a party not bound by Arizona Supreme Court Administrative Order 2012-2 elects to file a petition for special action electronically, however, that party shall comply with the electronic service requirements stated herein. Nothing herein requires that the Respondent Judge be served by e-mail.

/s/

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LAWRENCE F. WINTHROP  
CHIEF JUDGE